



Volunteer Tennessee



TO: AmeriCorps Program Directors
DATE: August 1, 2015
FROM: Zanquetta Gray, Deputy Director of Programs
RE: Reporting Requirements for 2015-2016 Program Year

Below are the reporting deadlines for the 2015-2016 program year. Please review these dates carefully.

All Financial Status Reports (FSR) and Progress Reports must be submitted via email to the AmeriCorps Program Manager and Deputy Director (Zanquetta.Gray@tn.gov). If at any time you find that you cannot submit a report by the deadline, you may submit a written request for an extension. Extension requests must be received **BEFORE** the due date.

The following charts outline FSR and progress reporting requirements. If you have any questions about expectations for 2015-2016 reporting, please contact your program officer.

Financial Status Reports: Due via email by 3:00 p.m. Central Time.

<u>Due Date</u>	<u>Period Covered</u>
October 10, 2015	August 1, 2015 – September 30, 2015
January 15, 2016	October 1, 2015 – December 31, 2015
April 5, 2015	January 1, 2016 – March 31, 2016
July 15, 2016	April 1, 2016 – June 30, 2016
October 4, 2016*	July 1, 2016 – September 30, 2016
January 15, 2017	October 1, 2016 – December 31, 2016

**Current programs with August/September start dates should submit two FSRs for July 1 – September 30, 2015: one for the 2015-2016 program year and one for the 2016-2017 program year.*

Progress Reports: Due via e-mail by 3:00 p.m. Central Time.

<u>Due Date</u>	<u>Period Covered</u>
April 5, 2016	August 1, 2015 – March 31, 2016
October 5, 2016	April 1, 2016 – September 30, 2016
January 31, 2017	October 1, 2016 – December 31, 2016**

***All programs must submit a Final Progress Report within 30 days of their program's end date if the September 30, 2016 progress report is not marked "final."*